

DEPARTMENT OF HEALTH AND HUMAN SERVICES

NAVAJO AREA INDIAN HEALTH SERVICE

We will not accept faxed or emailed applications.

Applications mailed using government postage or through an internal government mail system will not be considered.

VACANCY ANNOUNCEMENT

CP-08-029

OPENING DATE

September 22, 2008

CLOSING DATE

October 3, 2008

POSITION

Housekeeping Aid

LOCATION AND DUTY STATION

Housekeeping Department
Crownpoint Service Unit
Crownpoint, New Mexico

NUMBER OF VACANCIES

One (1) PCN: 131104

GRADE/SALARY

WG-3566-02; \$11.79 per hour

APPOINTMENT

☒ Permanent

WORK SCHEDULE

☒ Full-time

AREA OF CONSIDERATION

☒ Commuting Area

PROMOTION POTENTIAL

☒ No

SUPERVISORY/MANAGERIAL

☒ No

HOUSING

☒ Private Housing Only

TRAVEL/MOVING EXPENSE

☒ No Expenses Paid

DUTIES: This position is to provide a full range of maintenance of environmental sanitation within acceptable levels of bacteriological, as well as visual, cleanliness throughout the hospital. Duties are performed in accordance with established housekeeping procedures and methods. Vacuums, dusts, mops floors, corridors, wards, utility rooms, offices and employee's lounges, bathrooms and other assigned areas daily. Polishes and buffs floors daily with electric floor polisher. Strips and reapplies floor sealer as necessary. Uses vacuum cleaner with water equipment attachments for wet floor pickup, floor plumbing overflow and other floor flooding cleaning methods. Scrubs and cleans commodes, urinals, washstands; and fixtures, mirrors, soap dispensers and paper and Venetian blinds. Washes walls, windows and glass partitions. Replenishes paper supplies and liquid soap in dispensers. Cleans wards and rooms with special cleaning detail using proper antiseptic techniques. Empties wastebaskets, and trash containers and carries trash bins. Receives linen deliveries; implements and maintains a system of linen and uniform control and distribution. Cleans rooms after patients have been discharged or isolation has been discontinued as directed. Incumbent, on occasion, is required to perform as work leader. Maintains OB suites in the hospital; cleans floors, walls, ceilings and equipment; removal of soiled and/or disposal of contaminated linens. Maintains isolation units, infant pediatric units using prescribed protective isolation cleaning procedures. Performs other duties as assigned.

QUALIFICATION REQUIREMENTS: YOUR DESCRIPTION OF WORK EXPERIENCE, LEVEL OF RESPONSIBILITY, AND ACCOMPLISHMENTS WILL BE USED TO DETERMINE THAT YOU MEET THE FOLLOWING REQUIREMENTS:

BASIC QUALIFICATION: The supplemental questionnaire attached to the announcement has been prepared as an aid in preparing your KNOWLEDGE, SKILLS, AND ABILITIES related to the job elements required for this position. Failure to submit this Supplemental Questionnaire may result in applicants not receiving proper credit for their experience.

ELEMENT A: ABILITY TO DO THE WORK OF THE POSITION WITHOUT MORE THAN NORMAL SUPERVISION (SCREEN OUT)

ELEMENT B: WORK PRACTICES (SPECIAL APTITUDE)

ELEMENT C: ABILITY TO FOLLOW ORAL AND WRITTEN DIRECTIONS

ELEMENT D: ABILITY TO USE AND MAINTAIN TOOLS AND EQUIPMENT

ELEMENT E: DEXTERITY AND ABILITY TO USE EQUIPMENT SAFELY

PHYSICAL DEMANDS: Moderate heavy physical effort is required continuously in performance of manual cleaning tasks. Frequently must lift or move objects weighing about 40 pounds and occasionally objects weighing over 50 pounds. Use of heavy powered cleaning equipment (wall washers, industrial-type buffers) is required, but not on a continual basis.

WORK ENVIRONMENT: Incumbent works indoors and outdoors, in areas that normally have adequate heat, light and ventilation. During the winter months work is performed outside when necessary to remove snow/ice from entrance ways. Occasionally, incumbent is exposed to skin irritations from strong cleaning solutions used in stripping floors, etc., and to serious injuries (e.g. broken bones, electrical shocks, etc) from falls from ladders, and risk of exposure to contagious disease, radiation or infections.

THIS POSITION IS LOCATED IN A TOBACCO-FREE ENVIRONMENT

OTHER SIGNIFICANT FACTORS: Incumbent may be scheduled to work day, evening or nightshift on a rotating basis which includes weekends and holidays. Specific areas of the hospital have different cleaning procedures, therefore, employee are trained in all these special areas on a rotational basis of 30 days each. On occasion is required to perform as Work Leader on shift or when regular Work Leader is not present.

Will be required to operate a government owned or leased motor vehicle to perform some portions of required duties. **A valid State driver's license is required.**

CONDITIONS OF EMPLOYMENT: Immunization Requirement – all persons born after 12-31-56, must provide proof of immunity to Rubella and Measles. Serology testing to confirm immunity and/or immunizations will be provided free of charge. Special consideration may be allowed to individuals, who are allergic to a component of a vaccine, have a history of severe reaction to a vaccine, or who are currently pregnant. This applies to candidates for positions in any Service Unit or any Area Office position, which requires regular work at a Service Unit.

SELECTIVE PLACEMENT FACTOR: None

LEGAL AND REGULATORY REQUIREMENTS: Candidates must meet time-after-competitive appointment, time-in-grade (if applicable), and qualification requirements by the closing date of the vacancy announcement.

****NOTE**** Refer to Job Qualification System for Trades and Labor Occupations X-118C series WG-3566 for complete information. Substitution of education for experience will be made in accordance with those standards. For more complete information, contact your Servicing Personnel Office.

WHO MAY APPLY:

Merit Promotion Plan (MPP) Candidates. Applications will be accepted from status eligibles (e.g., reinstatement eligibles and current permanent employees in the Competitive federal service), and from current permanent IHS employees in the Excepted federal service who are entitled to Indian Preference.

Excepted Service Examining Plan (ESEP) Candidates: Applications will be accepted from individuals entitled to Indian Preference. Current permanent IHS Excepted service employees and Competitive service employees or Reinstatement eligibles entitled to Indian Preference may also apply under the provisions of the Indian Health Service Excepted Service Examining Plan. These candidates MUST indicate on their "Application for Federal Employment" whether their application is submitted under the IHS Excepted Service Examining Plan, the IHS Merit Promotion Plan, or both.

INFORMATION FOR DEPARTMENT OF HEALTH AND HUMAN SERVICES (DHHS) SURPLUS OR DISPLACED EMPLOYEES REQUESTING SPECIAL SELECTION PRIORITY CONSIDERATION (CTAP).

If you are currently a DHHS employee who has received a Reduction-in-Force (RIF) separation notice or a Certificate of Expected Separation (CES), you may be entitled to special priority selection under the DHHS Career Transition Assistance Program (CTAP). To receive this priority consideration you must:

1. Be a current DHHS career or career-conditional (tenure group I or II) or be a current IHS excepted appointment (with no time limits) tenure group II excepted/competitive service employee who has received a RIF separation notice or a CES and, the date of the RIF separation has not passed and you are still on the rolls of DHHS. You must submit a copy of the RIF separation notice or CES along with your application.
2. Be applying for a position that is at or below the grade level of the position from which you are being separated. The position must not have a greater promotion potential than the position from which you are being separated.
3. Have a current (or last) performance rating of record of at least fully successful or equivalent. This must be submitted with your application package.
4. Be currently employed by DHHS in the same commuting area of the position for which you are requesting priority consideration.
5. File your application by the vacancy announcement closing date and meet all the application criteria (e.g., submit all required documentation, etc.).
6. Meet the basic qualifications for the position, any documented selective factor, physical requirements with any reasonable accommodation and is able to satisfactorily perform the duties of the position without undue interruption.

INFORMATION FOR DISPLACED EMPLOYEES REQUESTING SPECIAL SELECTION PRIORITY CONSIDERATION UNDER THE INTERAGENCY CAREER TRANSITION ASSISTANCE PROGRAM (ICTAP).

If you are a displaced Federal employee, you may be entitled to receive special priority consideration under the ICTAP. To receive this priority consideration, you must:

1. Be a displaced Federal employee. You must submit a copy of the appropriate documentation such as RIF separation notice, a letter from Office of Personnel Management (OPM) or your agency documenting your priority consideration status with your application package. The following categories of candidates are considered displaced employees.

- A. Current or former career or career-conditional (tenure group I or II) competitive service employees who:
1. Received a specific RIF separation notice; or
 2. Separated because of a compensable injury, whose compensation has been terminated, and whose former agency certifies it is unable to place; or
 3. Retired with a disability and whose disability annuity has been or is being terminated; or
 4. Upon receipt of a RIF separation notice retired on the effective date of the RIF and submit a Standard Form 50 that indicates "Retirement in lieu of RIF;" or
 5. Retired under the discontinued service retirement option; or
 6. Was separated because he/she declined a transfer of function or directed reassignment to another commuting area.

OR

- B. Former Military Reserve or National Guard Technicians who are receiving a special OPM disability retirement annuity under section 8337(h) or 8456 of Title 5, United States Code.
2. Be applying for a position at or below the grade level of the position from which you have been separated. The position must not have a greater promotion potential than the position from which you were separated.
 3. Have a current (or last) performance rating of record of at least fully successful or equivalent. This must be submitted with your application package. (This requirement does not apply to candidates who are eligible due to compensable injury or disability retirement).
 4. Occupy or be displaced from a position in the same local commuting area of the position for which you are requesting priority consideration.
 5. File your application by the vacancy announcement closing date and meet all the application criteria (e.g., submit all required documentation, etc.)
 6. Be rated well qualified by achieving a score of 80 on a rating scale of 70 to 100 for the position including documented selective factors, quality ranking factor, physical requirements with reasonable accommodations and is able to satisfactorily perform the duties of the position upon entry.

EVALUATION CRITERIA: Evaluation will be made of Experience, Performance Appraisals, Training, Letters of Commendation, Self-Development, Awards and Outside Activities, which are related to this position. To receive full credit for your qualifications, provide a narrative statement of training, awards, hobbies, self-developed achievements, and any other aspects of your background as they relate to the knowledge, skills, and abilities (KSAs) outlined below and show the level of accomplishment and degree of responsibility.

The KSAs in your narrative statement will be the principle basis for determining whether or not you are highly qualified for the position. Describe your qualifications in each of the following:

- ELEMENT A: ABILITY TO DO THE WORK OF THE POSITION WITHOUT MORE THAN NORMAL SUPERVISION (SCREEN OUT)
ELEMENT B: WORK PRACTICES (SPECIAL APTITUDE)
ELEMENT C: ABILITY TO FOLLOW ORAL AND WRITTEN DIRECTIONS
ELEMENT D: ABILITY TO USE AND MAINTAIN TOOLS AND EQUIPMENT
ELEMENT E: DEXTERITY AND ABILITY TO USE EQUIPMENT SAFELY

HOW AND WHERE TO APPLY: All applicants must submit the following to the Crownpoint Healthcare Facility, Branch of Human Resources, P. O. Box 358, Crownpoint, New Mexico 87313, by 4:30 p.m., on the closing date: 10-03-2008.

1. OF-612, Optional Application for Federal Employment; or
2. Resume; or
3. Any other written application format

Plus:

- BIA Form 4432, if applicable.
- OF-306, Declaration for Federal Employment.
- Addendum for Child Care & Indian Child Care Worker Positions Form.
- Any other necessary documentation pertinent to the position.

A copy of an official Bureau of Indian Affairs Indian Preference Certificate, BIA Form 4432, signed by the appropriate BIA Official, must be submitted if the applicant claims Indian Preference. Navajo Area Indian Health Service employees claiming Indian Preference need not submit the BIA Form 4432, but must state that such documentation is contained in their Official Personnel Folder.

VETERANS: Veterans who are preference eligibles or who have been separated from the armed forces under honorable conditions after 3 years or more of active service may apply.

"Declaration for Federal Employment" (OF-306), and Addendum for Child Care & Indian Child Care Worker Positions form must be completed and submitted with original signatures to determine your suitability for Federal employment, to authorize a background investigation and to certify the accuracy of all the information in your application. Responding "yes" to any of these questions can make you ineligible for employment in this position. If you make a false statement in any part of your application, you may not be hired, you may be fired after you begin work, or you may be fined or jailed.

For more information, contact: Yolanda J DeVore, Human Resources Assistant, at (505) 786-6201; Email: yolande.devore@ihs.gov

INFORMATION REQUIRED ON RESUMES AND OTHER APPLICATION FORMATS: Resumes or other application formats must contain all of the information listed below in sufficient detail to enable the Human Resources Office to make a determination that you have the required qualifications for the position. Specifically, the information provided under #7 (High School), #8 (Colleges and Universities), and #9 (Work Experience) would be used to evaluate your qualifications for this position. FAILURE TO INCLUDE ANY OF THE INFORMATION LISTED BELOW MAY RESULT IN LOSS OF CONSIDERATION FOR THIS POSITION.

1. Announcement Number, Title and Grade of the job for which you are applying;
2. Full name, mailing address (with zip code), day and evening phone numbers (with area codes);
3. Social Security Number;
4. Country of Citizenship;
5. Veterans' preference: indicate if you are claiming preference; attach DD-214. Preference is not applicable to current DHHS permanent employees (Federal employees with competitive status or reinstatement eligibles);
6. Highest Federal civilian grade held (give series and dates held; attach SF-50, if applicable);
7. High School: Name, City, State (zip code, if known), and date of diploma or GED;
8. Colleges and Universities: Name, City, State (zip code, if known), Majors, Type and Year of Degrees received (if no Degree, show total semester or quarter hours earned); attach official transcript;
9. Work Experience (paid and non-paid) – Job title, duties and accomplishments, Employers' names and addresses, Supervisors' names and phone numbers, starting and ending dates (month/year), hours worked per week, and salary;
10. Indicate if we may contact your current supervisor;
11. Job-related training courses; skills, certificates, registrations, and licenses (current only), honors, awards, special accomplishments, etc.
12. **Supplemental Experience Statement for Housekeeping Aid (attached).**

NOTE: Persons who submit incomplete applications will be given credit only for the information they provide and may not, therefore, receive full credit for their veterans' preference determination, Indian preference, education, training, and/or experience. THIS OFFICE WILL NOT SOLICIT ADDITIONAL INFORMATION.

REASONABLE ACCOMMODATION: This agency provides accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency. The decision on granting reasonable accommodation will be on a case-by-case basis.

ADDITIONAL SELECTIONS: Additional or alternate selection may be made within 90 days of the date of the certificate issued if the position becomes vacant or to fill an identical additional position in the same geographical location.

INDIAN PREFERENCE: Preference in filling vacancies is given to qualified Indian candidates in accordance with the Indian Preference Act. In other than the above, the IHS is an Equal Opportunity Employer.

SELECTIVE SERVICE CERTIFICATION: If you are a male born after December 31, 1959, and you want to be employed by the Federal government, you must (subject to certain exemptions), be registered with the Selective Service System.

EQUAL EMPLOYMENT OPPORTUNITY: SELECTION FOR POSITIONS WILL BE BASED ON MERIT WITH NO DISCRIMINATION FOR NON-MERIT REASONS, SUCH AS RACE, COLOR, RELIGION, GENDER, SEXUAL ORIENTATION, NATIONAL ORIGIN, POLITICS, MARITAL STATUS, PHYSICAL HANDICAP, AGE OR MEMBERSHIP OR NON-MEMBERSHIP IN AN EMPLOYEE ORGANIZATION. PROMOTIONS OR APPOINTMENTS WILL NOT BE BASED ON PERSONAL RELATIONSHIP OR OTHER TYPES OF PERSONAL FAVORITISM OR PATRONAGE.

/s/ Yolanda J DeVore

Human Resources Clearance

09/18/08

Date

EACH APPLICATION FORM AND DOCUMENT FORM MUST BE INDIVIDUALLY IDENTIFIED BY THIS ANNOUNCEMENT NUMBER CP-08-029. ALL ORIGINAL DOCUMENTS AND COMPLETED APPLICATION FORMS ARE TO BE DUPLICATED BY THE APPLICANT BEFORE SUBMISSION AS WE DO NOT HONOR REQUESTS FOR COPIES. COMPLETED FORMS WHEN SUBMITTED BECOME THE PROPERTY OF THIS HUMAN RESOURCES OFFICE AND WILL NOT BE RETURNED.

Supplemental Experience Statement

Housekeeping Aid, WG-3566-02

Name: _____

Birth Date: _____

Note to applicants: Use columns II & III to answer questions in Column I. Use additional plain sheets of paper if needed.

Below you will find a questionnaire which you are requested to complete as part of your application for this position. Answer all the questions as best you can. It will be to your advantage to give as much information as possible about your ability to do this work. Be sure to include any and all housekeeping work such as military service, volunteer or unpaid work such as in clubs, church, community service work, etc.

Column I	Column II	Column III
<p>ELEMENT 1: Ability to do the work of the position without more than normal supervision. (screen out). The person must have the ability to work independently, make decisions, plan operations, show job responsibility, exercise initiative, etc. What responsibilities have you been given on jobs, in the Armed Forces, in your community?</p>	<p>Indicate job number or experience on OF-612, application or resume to which this refers.</p>	<p>In this column, write your answers to the questions in Column I. For schooling, include formal school, trade school, military classes, etc.; state subjects and grade explain experiences applicable to the position, paid or not paid, part-time or full-time and hobbies appropriate to the job.</p>
<p>ELEMENT 2: Work Practices (Special Aptitude). Knowledge of standard cleaning techniques, application of germicidal and cleansers, characteristics of surfaces to be cleaned, equipment needed, etc. What responsibilities have you been given on jobs, in the Armed Forces, in your community?</p>		
<p>ELEMENT 3: Ability to follow oral and written directions. Ability to follow simple oral and written directions such as work schedules, task lists, machinery operating instructions, directions for applying cleaning compounds, etc. What responsibilities have you been given on jobs, in the Armed Forces, in your community?</p>		

ELEMENT 4: Ability to use and maintain tools and equipment. Ability to use and maintain tools and equipment appropriate to housecleaning duties. List the tools and equipment you can use, and tell where you used them. Give examples of the more difficult work you have done with it.

ELEMENT 5: Dexterity and ability to use equipment safely. Accomplishment of assigned work rapidly and efficiently with safety to self and others. Includes use of floor buffers, wet and dry vacuums, floor scrubbers, wall washers, and hand tools such as wet and dry mops, brooms, brushes, etc. Includes ability to clean equipment after use. Provide information about any work you did where you had to observe safety rules to avoid injuring yourself or coworkers.

After completing this form, look it over carefully to make sure that you have signed it and answered all questions. Be sure that you have given complete information about your experience. You cannot be given credit for work you do not tell us about.

CERTIFICATION

I CERTIFY that all of the statements made in the application are true, complete and correct to the best of my knowledge and belief and are made in good faith.

Signature of applicant _____

Date _____